
VENDIO USPS INTEGRATION

Powered by DYMO Endicia





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VENDIO USPS INTEGRATION

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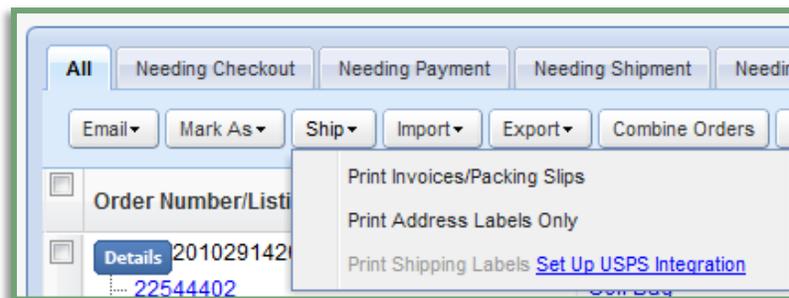
Vendio USPS Integration allows you to purchase and print USPS postage and shipping labels for your orders directly from your Vendio account. Postage purchased by merchants using Vendio will be priced at the USPS Commercial Base™ rate, with a savings of *up to 15% off* Retail rates. USPS Delivery Confirmation™ is also **automatically included for free** in First-Class and Priority Mail labels.

CREATE A VENDIO-COMPATIBLE DYMO ENDICIA ACCOUNT

Existing DYMO Endicia accounts are NOT compatible with the Vendio USPS Integration. To take full advantage of the cost and time savings offered by this program, you need to open a second DYMO Endicia account to use with Vendio. You may retain your existing account, or contact DYMO Endicia if you want to cancel or suspend it.

CREATING AN ACCOUNT

To create your Vendio-compatible DYMO Endicia account and link it to your Vendio account, log into your Vendio account and go to Orders → Sold Items. Then click the Ship button and select “Set up USPS Integration”.



This will take you to the page to sign up for the Vendio USPS Integration. Select your plan from the available choices and agree to the plan terms, then click the “Set up USPS Integration” button to access the DYMO Endicia Account Registration form.

DYMO ENDICIA ACCOUNT REGISTRATION

Enter the contact, postal and billing information that you want to have associated with your Vendio-compatible DYMO Endicia account in the DYMO Endicia Account Registration form. Note the following:

- All of the fields in this form are required by DYMO Endicia.



- The Security Question and Answer should be meaningful to you, so DYMO Endicia customer service will be able to verify your identity should the need ever arise.
- The Web Password that you enter on this page will enable you to log in to manage your resulting Vendio-compatible DYMO Endicia account at www.dymoendicia.com.
- The credit card and billing information that you provide here will be used to pay for all USPS postage purchased through this integration.

Read and accept the privacy and policy statements, and then click “Sign Up”. Be sure to enter a valid phone number on this page, as it is required for Express Mail.

Endicia Account Registration

All the information in this page will be securely submitted to Endicia for the purpose of creating your Endicia account. Your Endicia account number will be emailed to you at the address you enter below. You will be asked for your Endicia account number later in this setup process.

Contact Information, Postal & Security Settings

First Name Address
Last Name
Email Address City
Confirm Email State
Security Question Zip/Postal Code
Security Answer Phone Number
Web Password

Billing Information [Your Information is secure](#)

For privacy and security reasons, Vendio never shares your current credit card information on file. Please enter the credit card information you'd like to use for postage at Endicia.

Credit Card Type Address
Credit Card Number
Expiration Date City
State
Zip/Postal Code

I certify that all information provided above is accurate and truthful. I also certify that I have read and understood the [United States Postal Service Privacy Act Statement](#), [Acknowledgement of Deposit](#), [DYMO Endicia Terms and Conditions](#), and [USPS Policy Regarding Shortpaid and Unpaid Postage](#).

GeoTrust TRUSTe

LINK YOUR DYMO ENDICIA ACCOUNT TO VENDIO

After you register your account with DYMO Endicia, you will be redirected to the Vendio Orders > Preferences page. Here, you will be presented with a pop-up (see below) prompting you to link your DYMO Endicia account by entering the account number and creating a “pass phrase”. The pass phrase is different from the web password that you entered on the previous page and is necessary to allow Vendio to connect with your DYMO Endicia account. Be sure to jot down or remember your pass phrase as you will need it when you fund your postage.



You will find the DYMO Endicia account number in the welcome email sent by DYMO Endicia to the email address that you specified on the registration page.

Link your Endicia account

Congratulations! Please check your email to find out the Endicia account number, enter it in the field below and start printing shipping labels from Vendio!

Endicia Account Number:

Please specify a Pass Phrase:

Confirm Pass Phrase:

FUNDING POSTAGE

Before you start printing shipping labels, you'll need to fund your Vendio-compatible DYMO DYMO Endicia account with a postage balance. Once you link your DYMO Endicia account, you'll be prompted to purchase postage from DYMO Endicia (see below.) You'll need the pass phrase you set on Vendio as there is an extra security step during this process.

The minimum amount of postage that you can purchase at one time is \$10.00, and the maximum is \$500.00. Note that the credit card that you entered during the DYMO Endicia account set-up will be charged for the postage. If you need to fund your postage balance beyond a \$500 maximum, please contact Vendio customer support and we will work with DYMO Endicia to enable this for your account.

You can also set Auto Purchase in your DYMO Endicia account to avoid running out of postage funds unexpectedly. Log into DYMO Endicia and access this link to set up Auto Purchase:

<https://www.dymoendicia.com/Account/UpdateProfile/AutoPurchase/>



Purchase Postage from Endicia

Congratulations, your Endicia account was successfully linked with your Vendio account!

You will need to add postage to your newly created account in order to start printing shipping labels

Add this amount to my Endicia Postage Balance: \$ Limit: \$500

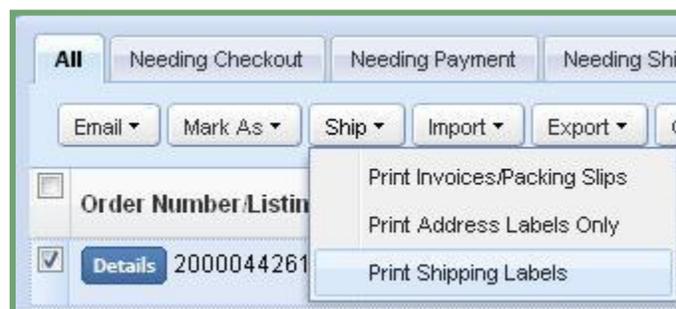
Note: Your Endicia account will charge your payment method on file at Endicia.

After funding your postage, you will be redirected to the Vendio Orders Preferences page. From this page you can change your DYMO Endicia pass phrase, check your postage balance, purchase more postage, and set your defaults. We recommend that you enable the “Automatically mark orders as shipped after a tracking number has been assigned for all packages in the order” option, as this will ensure that tracking numbers will automatically be sent to eBay and/or Amazon when you print postage. You can also choose whether or not you want to hide the postage price on the shipping label.

Now you are ready to print postage for your orders!

PRINT POSTAGE FOR YOUR VENDIO STORE, EBAY AND/OR AMAZON ORDERS

To print postage for your orders, go to the Orders → Sold Items page. The orders that are paid and ready to be shipped can be found under the Needing Shipment tab. Select one or more orders and then click Ship → Print Shipping Labels.





It is important to note that generating a USPS shipping label for printing will incur postage charges, which will be decremented from your DYMO Endicia account's postage balance. Labels that were generated already can be re-printed without incurring additional charges. Using Vendio USPS Integration to generate and print USPS labels will automatically qualify your labels for the USPS® online Commercial Base™ rate, which can save you up to 15% off of the Retail rate at your local Post Office.

PRINTING SHIPPING LABELS

Shipping Labels can only be generated and printed for packages that have the following information entered:

- An Actual Carrier that is one of the available USPS shipping methods .
- Weight and dimension details.

You can easily enter this information in each package by using the fields at the top of the page to edit all selected packages, or you can expand the order information and make changes for each package individually. You can also choose to omit any packages that don't have the appropriate information entered.

The screenshot shows a software interface for editing shipping label information. At the top, there is a section titled "Edit the values for all packages at once" with a sub-note "These values will apply to all packages." Below this are fields for "Actual carrier:" (a dropdown menu with "Please select a carrier..." selected), "Package Weight:" (two input boxes for lbs. and oz.), and "Dimensions:" (three input boxes for L, W, and H in.). A note below the dimensions states "Length is the longest dimension".

Below this section is a link that says "or expand to edit values for each package individually". This link is followed by two package-specific sections:

- Package 2000042999:1**
- Item 4 test only
Actual carrier: [Please select a carrier...]
Package Weight: 2 lbs. 7 oz.
Dimensions: 0.1 L 3 W 1 H in.
Length is the longest dimension
- Package 2000042999:4**
- Item 1 test only
Actual carrier: [Please select a carrier...]
Package Weight: [] lbs. [] oz.
Dimensions: [] L [] W [] H in.
Length is the longest dimension

At the bottom of the interface are "OK" and "Cancel" buttons.



Once you have entered the shipping carriers and package dimensions, you will be given the choice to “Purchase Postage” or “Skip this Step” (and cancel the process.) If you choose to purchase the postage you will be able to print it from the next screen. Once purchased, labels can be re-printed by clicking on “Print Shipping Labels”.

Remember that if the option to “Automatically Mark Orders as Shipped when tracking numbers have been assigned to all packages” is selected, the tracking number will be sent automatically to the marketplace where the order was generated.

LABEL PRINTING RECOMMENDATIONS

Labels can be printed in the default 4” x 6” format that is compatible with most dedicated label printers, or they can be formatted to print on laser printers using laser-printable labels (such as Avery 8126 and 5126) or standard 8.5” x 11” printer paper.

For best results when printing labels, we recommend that you use the Firefox browser with the built-in Adobe PDF plug-in. If you don’t have the Adobe plug-in, it’s available here:

<http://get.adobe.com/reader/>

When printing from Internet Explorer or Firefox:

Use the Adobe PDF plug-in to specify the printer and print the label(s). If you are printing multiple labels on a laser printer using the standard 8.5” x 11” size, make sure you specify “Multiple” under the “Page Sizing and Handling” options.

If you are printing on the DYMO 4XL printer, check the box for “Choose paper source by PDF size” option to prevent the PDF from scaling down unnecessarily.

When printing from Chrome:

Instead of using the PDF plug-in, save the PDF to your local drive then use the free Adobe Reader to open and print the file. If you are printing multiple labels on a laser printer using the standard 8.5” x 11” size, make sure you specify “Multiple” under the “Page Sizing and Handling” options.

If you are printing on the DYMO 4XL printer, use the “Print using system” option to select the correct printer.

REFUNDING POSTAGE

If you need to request a refund for postage that was purchased in error, you may do so by accessing the DYMO Endicia refund request page:

<https://www.dymoendicia.com/Account/Tools/PostageRefund/>